



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

June 5, 2000

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-75

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: Canceled Checks (Payroll, Supplemental & Service)

Agencies will no longer receive canceled payroll and supplemental checks from the Office of State Uniform Payroll (OSUP) beginning with checks dated 07/01/2000. Supplemental checks for FY 2000 will be forwarded to agencies after the Fiscal Year audit is complete.

For auditing purposes, canceled checks will be maintained on CD ROM at OSUP for each payroll account. If a situation warrants an agency's need for a copy of a canceled check, the agency may submit a request, and the item will be printed for review. The canceled check images on CD ROM are considered certifiable copies if an item is needed for processing a forgery.

Please contact Angel Vernon at (225) 342-0717 if you have any questions or concerns.

RSM:ACV:kmb

c: Margaret Bumm, Legislative Auditor's Office
Jim Blankenship, State Treasurer's Office